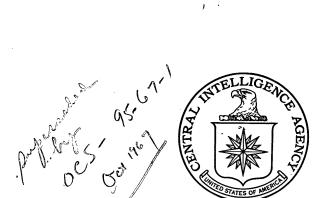
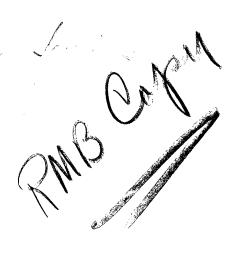
Approved For Release 2005/11/21: CIA-RDP78-00487A000100180009-5

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE





· · · · ·	State of the state		SCHEDULE NO. 30-61
	RE APPOSVEGINTA ORE SENSED UDOD5/11/21 : CIA-F	RDP78-004	87A000100180009-5
OFFICE.	DIVISION, BRANCH	10. s	SIGNATURE
	Deligation Confined to the	rd-	TITLE 2/1//
	MANAGEMENT STAFF, ADP Advisory Group		0/1/6/
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSÍTION INSTRUCTIONS
51	PROGRAMMING SURVEY FILE		
	Records accumulated by groups to determine ADP application for specific areas.		
	a. Surveys	2.	Permanent. Keep in current file until project is completed and then transfer to Records Center.
	b. Work Papers	6.	Temporary. Keep in current file until project is completed and then destroy.
	c. Machine runs, charts and programs (1958 - 1960)	32.	Will be transferred to ADPD (formerly MRD) for their retention or disposal.
52	CONTRACT PROGRAMMING FILE		
	Proposals from RCA, working papers, various phases in regard to computer; copies of submission to GSA and their OK on work to be done. (Original submission and contract with Office of Logistics)	2.	Temporary. Keep in current file. (Destroy when no longer needed for reference.)
53	REGULATORY ISSUANCE FILE		
	Published Agency Regulations, Notices, Handbooks, etc., maintained for reference purposes.	2.	Temporary. Retain in current files area. (Destroy individual issuances only when obsolete or when replaced by current issuance.)

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FFICE.	REAPPRISORMENTED RESEASE 12005/11/21: CIA-		SIGNATUR
	MANAGEMENT STAFF, TRAINING OFFICER		TITLE 3/1/61
TEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
54	TRAINING FILE		
	Copies of correspondence, plans pertaining	2.	Temporary. Keep in current file for
	to training, career development. Internal		two years and then destroy.
	training filed alphabetically by employees'		
	name, Non-CIA application filed by date.		
	(1958 - 1960)		
		Ì	

	READED SVEONTED RESELECTED 5/11/21: \$167	P 78-004	87A000100180009-5 ^{3O-OL}	
OFFICE	, DIVISION, BRANCH		SIGNAT	
Mana	gement Staff, ADP Feasibility & Programming Staff		TITLE	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS	
55	EQUIPMENT PROPOSAL FILE			
	File consists of correspondence, reports, tabulations, workpapers, manuals and related material pertaining to the development of systems and procedures for the utilization and the application of office business machines and related equipment. Filed alphabetically by project, area or study. (1954 - 1960)	2.	Temporary. Keep in current file while ject is active. Upon completion transf material to Records Center for 3 years.	er
56	RECORD OF INVENTION		A.	
	File consists of correspondence and reports relating to various inventions submitted to the Chairman of the Agency Patent Board by Agency personnel. As required by Executive Order 9865 the Chairman determines the individuals title to the invention and is responsible for protecting the rights of the government. Filed chronologically. (1951 - 1960)	.6	Temporary. Destroy when 10 years old. off at end of each year; retain 3 years current files area and then transfer to Records Center.)	in
57	ADMINISTRATION OR HOUSEKEEPING FILES			
	These files are maintained to reflect the administrative activities of the Staff. File consists of correspondence re: Travel vouchers, fitness reports, weekly reports. Arranged by subjects according to the Agency Manual. (1954 - 1960)	•3	Temporary. Destroy after 2 years. Cut at end of each calendar year; retain in rent files area for 2 years and destroy	ı cur-
	0.20			

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ı	ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
ı	58	REQUISITION JUSTAPPERYPON PAR Release 2005/11/21	PP78-004	87A000100180009-5
)©	This file consists of the written justification for new, replacement, or additional office business machines requested by various components by the requisition which approved or disapproved by the Chief. Filed alphabetically by machine. (1954 - 1960)	. 6	Temporary. Destroy when 2 years old. Cut off at end of each year; retain 2 years in current files and destroy.
	59	MACHINE & EQUIPMENT INVENTORY FILE		and the second s
		Consists of Equipment Inventory Resord maintained and used to control the location and utilization of computer and microfilm equipment within the Agency. Filed numerically by serial number. (1959 - 1961)	2.	Temporary. Destroy when equipment is inoperative or when eard is superseded.
	60	COMMITTEE REPORTS, MINUTES OF (CHAIRMAN)		
		File consists of Minutes of Meetings, Conferences, various inter-agency and agency committees. (1959 - 1961)	.8	Temporary. Destroy at end of calendar year.
	61	REFERENCE PUBLICATION FILES		
		Brochures, catalogs, manuals, and other published materials pertaining to technical office equipment. Used for convenience of reference. Filed alphabetically by type of equipment.	12.	Temporary. Destroy when no longer needed for reference.
	62	CLASSIFIED MAIL LOG		
		Record of the receipt and dispatch of material classified secret and below maintained primarily for security reasons. Filed chronologically. Used for material that has detailed distribution. (1958 - 1960)	.1	Temporary. Destroy when 1 year old.
	63	COURIER RECEIPT FILE		
		Office copy of Form 240, Courier"s Classified Mail Receipt, which was signed by the courier at the time the material was picked up for delivery to addressee. Also cused as Relage 200932196140.	.1 Segreta	Temporary. Destroy when 1 year old.

	REQUIRES CONTROLES CONTROL				
055105	DIVISION. BRANCH		CONCURRENCE		
OFFICE	, DIVISION, BRANCH		2		
	APPLICATIONS DIVISION, OCS/DDS&T	l	Acting Division Chief 13 August 1964		
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS		
1.	Consists of experimental intelligence files in written form, on punched cards, and McBee keysort cards.	7•	Temporary. Transfer to Records Center. Review after 3 years to determine further disposition.		
2.	consists of project program IBM cards decks and accompanying program listings.	1.	Temporary. Transfer to Records Center. Review after 3 years to determine further disposition.		
	APP CIA Records Administration Unicer Date				
	Approved For Release 2005/11/21 : CIA-	RDP78-00	487A000100180009-5		

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. [TEM NO.			
		FILES IDENTIFICATION Approved For Pologge 2005/11/21 - CIA F	VOLUME	DISPOSITION INSTRUCTIONS
9		Approved For Release 2005/11/21 : CIA-F	INP / 0-002	#67A000100160009-5
7	10.	PROJECT FILES (cont'd)		
- 1			l	
		e. Magnetic Tape Files:	1,000.0	Temporary. Maintain on a current basis.
		These files consist of magnetic tapes		Upon termination of the project, retire data tapes to the Records Center when such tapes
-	- 1	containing programs and data pertaining to		are not obsolete, nor subject to further up-
	j	the projects serviced by the OCS Computer		dating, but rather represent historical data
- [1	Center. These tapes are held under a		worthy of limited: retention as an integral part
ı	İ	numerical system in an established tape		of the project file. Program tapes are to be
- 1	ĺ	library, supported by a card and machine		retired to the Records Center. Program tapes
- 1		listing catalog.		and data tapes retired to the Records Center
- 1	1			are to be incorporated with the master project
]			control files into the respective project file.
Į	1			Destroy 10 years after receipt in the Records
- 1				Center.
	- 1			
		f. Machine Listing Files:	40.0	Temporary. Maintain on a current basis.
Į	ŀ			Destroy when no longer needed for reference
	}	These files consist of machine listings		purposes, or superseded.
		produced in connection with the OCS Computer		•
		Center porject support function. These runs	,	
- 1	1	are used for reference and other purposes by		
ı	1	analysts and other personnel of the Computer		
	1	Center.		
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LTE	м но.	FILES IDENTIFICATION	VOLUME+3	DISPOSITION INSTRUCTIONS
1		Approved For Release 2005/1/2/ : CIA-		87A00010048000#5
10	0.	PROJECT FILES (cont'd)		infauler Jerinals (OCS)
- 1	- 1			Temporary. Maintain for a period of 3
		c. Input Source Document Files:	30.0	months following date incorporated into
				OCS data files for the respective project,
1	- [These files consist of documents submitted		
- }	1	to OCS from which data is converted to forms	للواع	then destrey.
	ı	appropriate to the updating of data files for a		
-	-	particular project in the OCS Computer Center		
		These source documents may be duplicate		
-		copies of source documents, code sheets, or		
- 1		other documents received from the respective		6.15
	1	customer component. These files are main-		6 and 1968
- 1	-	tained by type.		V (lug)
1	1		$ \mathcal{L} $	P C OMA
	1	d. Card Deck Files:		180"
			20.0	Temporary. Maintain on a current basis.
ı		(1) Source Program Cards:	20.0	Place source programs on tape and deposit
Ì				as vital records in the Vital Materials
		These files consist of source program held on IBM cards coded under established		Repository. Upon termination of the project,
	- 1	1 \		retire to the Records Center. Destroy 10
		program language standards and proce-		years after receipt in the Records Center.
		dures set forth in the Systems Design,	-	years after receipt in the receipt in
		Programming and Production Procedures		
		Manual. These cards are held by project		
		number and title.		
		(2) Data Cards:	50.0	Temporary. Maintain on a current basis.
1		(L) Data Carus.	30.0	Destroy as updated or no longer needed for
		These files consist of IBM cards		reference or backup purposes.
-		constituting a basic data bank in support		
- 1		of Computer Center services. These		
- [cards are held by project.		
-		cards are need by projects		
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1			SLUM	
L		Approved For Release 2005/11/21 : CIA-		187A000100180009 5
FOR	M NO.	139a USE PREVIOUS RECORDS CONTROL SCHEDULE -		TION SHEET

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